## For Official Use Only (FOUO) - Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties. NAVY FOIA ADMIN CHECKLIST

						LUCILLI	<b>-</b> -			
FOIA Case #:	2018-002630	Sister Case #			PRIVA	CY ACT CLA	ASSIFIED	APPEAL	LITIGA	TION
Subject:	FY 2013 FOIA req	FY 2013 FOIA requests submitted to WRNMMC				RRAL CO	NGRESS	HIGH-VIZ	CONSU	LTATION
Requester / Org.	/ Org. R. Hammond					ceived Via:	FOIAonli	ne Casework	er:[_(b) (	6)
Fee Category:	Other	Processing Track	k: Con	nplex	Receipt Date:	Dec 28, 2017	Date Assign	ed:	Date Due:	
	In-Processing		Initial	Date		Case	worker	Very Mary	Initial	Date
Appellate A	uthority OJAG 1	4	b) (6)	12-28-17	☐ 10-Da	y Extension Le	tter Sent	- A 2006		
☐ PII removed	l from FOIA request (P	aper/Tool)			☐ 20-Da	y Letter Sent	20-Days	Expires:		
✓ Request Log	gged into FOL by: (b	) (6)		12-28-17	☐ DD20	86 Fee Assessn	nent Comp	pleted or (N/A)		
✓ Short Descr	iption			12-28-17	☐ Team	Lead Review		TIME?		
	ed into In/Out Processing	Excel Tracker		12-28-17	☐ Legal	Review				
✓ Acknowledg	gment sent to Requeste	er/Ack. Date		12-28-17	Signa	ture Package Si	gned (Fin	al)		
☐ EXPEDI	TED Granted	Denied				PERI	ECTI	ED?		
FEE WA	IIVER Granted	Denied			Resp.	Docs Uploaded	to FOL fo	r Final Review		
Consultation	n Sent to:				Notes	/Emails Upload	led to FOI	Aonline		
TV5 Tasking	g Sent to:				Final	Response sent t	o Reques	ter		
			12	Out-Pr	rocessing					
☐ Logged Clos	ed Cases in In/Out Pro	cessing Tracker	1	T	Classifi	ed) Case Closed	in Proces	ssing Tracker		
	Final Disp	osition			Total Day					
	rinai Disp	OSICIOII			Total Pag	es Processed	Total	Processing Time	Initial	Date
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	Record Retentio	n	4.31			Respons	ive Rec	ords		
2 Years 6	Years Destroy Date		#	Responsive	Docs.	# Pages	Exen	nptions	240000000000000000000000000000000000000	
Date In	itials				Comments				Tim	ne (Hrs)
	) (6) Pre-Reviewe	ed by GS Per	sonnel					-		0.4
3-22-18		f case file, Code							ᅡ	1

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FOIA Case #: 2018-002630

Date	Initials	Comments	Time (Hrs)
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		Total	1